29 July 1968

MEMORANDUM FOR :   Deputy Director for Plans
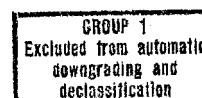
SUBJECT   :   The CS Historical Program Report for
                      January - July 1968

     1.   This memorandum, for your information only, provides
you with a six-month progress report on the activities of
the CS Historical Program.

     2.   On 1 January 1968 we had 21 Historical Officers and
Writers working full time on the program. Of these, 6 were
staff employees; the rest (15) were contract. These 21 indi-
viduals were working on the programs of 9 CS components (AF,
EUR, FE, NE, SB, WH, FI/D, ███, and TSD). No one was working 25X1A8a
full time or at all in 9 CS components (CI, CA, FI, OPSER,
CCS, CDC, RID, ███, and MPS).   25X1A8a

     3.   On 1 July 1968, we had 21 Historical Officers and
Writers on the program. Of these 8 were staffers and 13
were contract. These 21 persons were working on 12 component
programs (AF, EUR, FE, NE, SB, WH, CA, FI/D, RID, ███ TSD,   25X1A8a
and MPS). No one was working on 6 component programs (CI,
FI, OPSER, CCS, CDC, ███████). Arrangements were made to re- 25X1A8a
place the AF and FE contract historical officers with staffers
in September 1968.

     4.   In addition, in the Executive Secretary's office, we
had two contract editors starting in early January on one-
year contracts. These men have performed a most valuable
service -- reading each paper carefully for omissions, objec-
tivity, completeness, accuracy, clarity and security -- in an
excellent manner. To handle the end-product of finished his-
tories, we have had one contract typist who prepares all his-
tories in final type. Arrangements have been made to have
one more contract typist in September to keep up with the pro-
duction of papers in final form.

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5. Our research group of three analysts has continued to function in support of all CS historical writers and is expanding and refining its indices to the policy papers that are needed to record our CS history.

6. During this six-month period the publishing of completed histories slowed due to the fact that for the first time we have had editors who carefully checked each paper, and in many cases had to go back to the writer to clarify certain questions or have changes made in the organization of numerous papers. This process, while slowing down production, has been a net gain in the quality of the 18 papers published 25X1A6a since 1 January. While this figure appears small, it should be realized that a number of these, ███████████ are some 300 pages in length. Also 130 papers are now in process and nearing completion.

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7. Now, what is the magnitude of the task we face? There are some 500 CS historical papers programmed to be written by all CS components. As of this date, since the inception of the CS Historical Program, 65 papers have been published. Of these, only about 50 were programmed; the other 15 were papers already written which were accepted into the program as historical papers. Thus, some 450 papers remain to be written. Of these, some 130 papers are in various stages of completion. Experience shows that it takes on the average of six man-months to publish a paper, but since 130 are partially completed, we may use the figure of five man-months per paper. Thus 450 x 5 = 2,250 man-months or approximately 187 man years. If as now, we have 21 men at work, this reduces the time element to about nine years. The fallacy here is that, as shown in paragraph 3, there are 6 CS components where no one is writing, thus making this part of the program unpredictable.

8. In viewing the whole picture, we must not lose sight of the fact that several years before the first 20 years of CS history is written, the five-year updating of completed histories must be started, again adding another man-month factor to our calculation.

9. The foregoing clearly indicates one of two courses of action: (a) allocating more manpower to the job, or (b)

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establishing priorities and using greater selectivity in which
papers we tackle. We are already trying the latter course,
but since the knowledge and abilities of person(s) available
to write do not necessarily coincide with our selected priori-
ties, this, too, is not the ideal solution, albeit a step in
the right direction. It is hoped that the BALPA exercise and
the use of officers within a year of retirement will augment
our forces.

10. In mid-May 1968, the Historical Staff was moved to
Room 212, ▮▮▮ Building. For the first time, the Research   25X1A6a
Group, the DDS, DDI, DDS&T, and DDP representatives and their
staff were quartered in contiguous offices - a great conven-
ience. On the other hand, being in ▮▮▮▮▮▮ means that delays   25X1A6a
are created in our going to Langley where the files and people
are with which we work daily. It also means that security-
compromise risks in transporting these sensitive papers out-
side the Headquarters building are greatly increased.

11. In line with Agency policy, we are making efforts to
find competent staff officers to replace our contract writers.
So far, this effort has met with limited success due to the
lack of availability of qualified staff officers who are really
interested in writing history. We would gladly welcome a num-
ber of qualified officers who could put full time on this ef-
fort in order that we might begin to see the end of our effort
to record our first 20 years of history.

For the CS Historical Board,

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Executive Secretary
CS Historical Board

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